

<h1 style="text-align: center;">基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">~ Okinawa Wide ~</p>		<b>広報番号 :</b> Announcement No.	HRO Okinawa-038-04
		<b>募集締切日: Closing Date</b>	<b>27 Dec 05</b>
		<b>発行日: Date of Issue</b>	14 Dec 05
<b>1.職種名 Job title (等級 Grade <u>4</u> / 語学等級 LAD <u>3</u>)</b> Secretary, #0198 (秘書職)		<b>募集人数</b> No. of Recruitment  <div style="font-size: 2em; text-align: center;">1 名</div>	<b>4.募集範囲 Area of Consideration</b> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <b>Current USFJ Employees in Okinawa ONLY</b>
<input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative    Blue Collar Trade    Security    Medical			
<b>2.部隊 Activity:</b> U.S. Navy Calibration Laboratory Futenma, Okinawa  <b>勤務場所 Working Place:</b> Kadena Air Base, Okinawa		<b>5.雇用の種類 Type of Employment</b>  <input checked="" type="checkbox"/> MLC <input checked="" type="checkbox"/> 常用 Permanent ***** <b>応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.</b> <b>提出された応募書類はお返ししません</b> Submitted applications will not be returned. *****	
<b>3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww)</b> 勤務日 Work Days: <b>MON - FRI</b> 勤務時間・休憩 Work Hours/Recess Period: 07:00-16:00/11:00-12:00  <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
<b>6.職務内容 Duties:</b> See attached.			
<b>7.資格要件/身体条件 Qualification/Physical Requirements</b> <i>Basic Requirements:</i> <ol style="list-style-type: none"> <li>Must have at least one year of clerical, technical, or administrative work experience in any field <u>OR</u> Completion of 4-years college/university in any field.</li> <li>Must have completed at least six months experience in position at the next lower (BWT: 1-3) grade level.</li> </ol> <i>In Addition to the Basic Requirements, applicants must have:</i> <ol style="list-style-type: none"> <li>Must be able to read and write both Japanese and English (LAD 3 is required).</li> <li>Must be knowledgeable of personal computers.</li> <li>Must have administration experience.</li> <li>Must have a driver's license.</li> </ol> <p>Handicapped applicants may be accepted, depending on the degree and kind of disability.</p>			
<b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
<b>学歴 Educational Background :</b> N/A		<b>免許証/修了証 License/Certificate Required :</b> Valid Driver's License	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
<p><b>*の記入は Complete * in <input checked="" type="checkbox"/> 英語で English</b></p> <p>* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) <a href="http://hro.cnj.navy.mil">http://hro.cnj.navy.mil</a></p> <p>* <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) <a href="http://hro.cnj.navy.mil">http://hro.cnj.navy.mil</a></p> <p><input checked="" type="checkbox"/> 英語の能力を証明するもの (写し) Anything to certify English Proficiency (Copy).</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12 cm x 23.5 cm)</p> <p>12 cm x 23.5 cm envelope with applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)</p>		
<b>問い合わせ先 for Job Inquiries</b>	<b>提出先 Office to Submit</b>	<b>事務処理欄 For Official Use</b>
担当部署/担当者名 POC POC: MS. AYANO SHIMABUKURO PERSONNEL TECHNICIAN,	書類の提出先は、嘉手納基地内 Bldg#3597 海軍人事課、 キャンプフォスター内 Bldg# 4 9 0 AAFES 人事課、又は キャンプフォスター内 Bldg# 4 9 5 海兵隊人事課にて受	

DSN: 634-6717	け付けています。 Please submit the application to Bldg#3597 Navy SHRO on Kadena AB, Bldg#490 AAFES, or Bldg#495 CHRO on Camp Foster.	HRO
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## TASK LIST

### SECRETARY

Provides secretarial, typing, and general administrative/clerical support to the Navy Calibration Laboratory Director. Work is reviewed primarily for compliance with policy and for results accomplished. Tasks performed by the incumbent are:

1. Receives and answers telephone calls and greets visitors to the Navy Calibration Laboratory Office. Utilizes a working knowledge of NAVCALAB programs and projects to determine whether calls and visitors should be referred to the Director and/or the Staff. (25%)
2. By using PC word processors types various reports, messages, letters, forms, and other routine correspondence. Reports require using spreadsheet and data base software. Logs in all incoming letters, and maintains control logs of outgoing correspondence including part and equipment requisitions. Files all incoming and outgoing correspondence in accordance with DON SSIC. (25%)
3. Maintains the laboratory technical library. Posts changes to technical manuals, Instrument Calibration Procedures (ICP), Calibration Problem Report (CPR)/Calibration Problem Assistance Request (CPAR), instructions, directives, and correspondence files. Provides answers to inquiries in person and by telephone. (15%)
4. Maintains the laboratory fiscals files, which include Host Tenant financial tracking and approximately 25 separate reimbursable accounts. Provides status to query on funding. (10%)
5. Schedules training, meetings, and conferences and maintains appointment calendars for the Director and laboratory staff. Operates ADP equipment for maintenance Data Correction and record maintenance. (10%)
6. Prepares and maintains time and attendance records for DOD Civilians and MLC NAVCALAB personnel. (5%)
7. Handles administrative and clerical matters directly with Japanese officials. (5%)
8. Performs other related or incidental duties as assigned. (5%)